

 DEPARTMENT OF ENVIRONMENTAL QUALITY	LAND & WATER MANAGEMENT DIVISION	NUMBER: ADMIN-07-01
	PROCEDURE	DATE: 01/22/07
SUBJECT: INFORMATION TECHNOLOGY COMMODITIES PROCUREMENT		PAGE: 1 of 2
SECTION / UNIT: Administration and Program Support	APPROVAL SIGNATURE:	
	TITLE: Elizabeth M. Browne, Acting Chief	

ISSUE:

In order to retain responsible control and cost accountability of information technology equipment procurement, the related actions/processes are to be followed by the Land and Water Management Division (LWMD) staff.

APPLICABLE STATUTES: No statute applies.

DEFINITIONS:

Commodities – Software, annual maintenance/license renewals, and hardware (i.e. desktops, PDAs, cameras, scanners, GPS, laptops, etc.)

DIT- Department of Information Technology

FORMS USED:

DIT-0015A Commodities Request
DIT-0015C Inventory Release Request
DIT-0009 Disposal/Stock List
DEQ-7307 Information Technology Commodities Procurement Request

POLICY:

For information technology commodities procurement, staff members will first obtain appropriate approvals through designated procedural channels.

RESPONSIBILITY	ACTION
ALL STAFF	<ol style="list-style-type: none"> 1. Identify a need to obtain information technology commodities. 2. Complete Form DEQ-7307 and submit to Administration and Program Support Section (Administration Section). Equipment may be standard or non-standard. Consult http://michigan.gov/dit/0,1607,7-139-34305-108231--,00.html for standard equipment specifications. Non-standard equipment requires additional coordination with Administration.
ADMINISTRATION AND PROGRAM SUPPORT SECTION STAFF	<ol style="list-style-type: none"> 3. Complete the DIT-0015A or DIT-0015C as applicable.

RESPONSIBILITY	ACTION
LWMD CHIEF	<ol style="list-style-type: none"> 4. Provide approval signature on hard copy. 5. Return to Administration Section for procurement. <ul style="list-style-type: none"> • Allow 6 to 8 weeks after final approval for standard equipment delivery. • Allow 8 to 12 weeks after final approval for non-standard equipment.
ADMINISTRATION AND PROGRAM SUPPORT SECTION STAFF	<ol style="list-style-type: none"> 6. Administration Section is notified of equipment receipt within DEQ DIT depot. Administration Section arranges equipment delivery to staff through DIT and also arranges installation details. 7. Lansing Central Office - After installation is complete, Administration Section determines if the original equipment will be redeployed and plans/arranges redeployment if applicable. If redeployment does not apply, Administration Section completes DIT-0009 and arranges for pickup of salvage equipment. 8. District Offices - Field Office/District Supervisor determines if equipment will be redeployed together with Lansing Administration Section. If redeployment doesn't apply, Administration Section completes DIT-0009 and arranges for pickup of salvage equipment.



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF GEOLOGICAL SURVEY • LAND AND WATER MANAGEMENT DIVISION
ADMINISTRATION SECTION

INFORMATION TECHNOLOGY COMMODITIES PROCUREMENT REQUEST

Name of requestor	Date of request
Name of person receiving equipment	Date equipment is needed allow 6-8 weeks for standard equipment allow 8-12 weeks for non-standard equipment

Equipment List:

TYPE	COST ESTIMATE	FUNDING SOURCE
<input type="checkbox"/> Annual Maintenance/License Renewal		
<input type="checkbox"/> Desktop PC		
<input type="checkbox"/> Digital Camera		
<input type="checkbox"/> GPS Unit		
<input type="checkbox"/> Laptop		
<input type="checkbox"/> PDA		
<input type="checkbox"/> Scanner		
<input type="checkbox"/> Software		
<input type="checkbox"/> Other, please describe		

Equipment Detail:

<input type="checkbox"/> standard equipment (see link below) <input type="checkbox"/> non-standard equipment
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Research the commodity to determine whether it is considered standard or non-standard equipment. Consult <http://michigan.gov/dit/0,1607,7-139-34305-108231--,00.html> for standard equipment specifications.

If non-standard equipment, notify Administration section of request via email and seek assistance as product searches and /or quotes may be necessary. Exact models, software names, and pertinent details will be necessary

Provide a business case and state purpose of equipment:

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Approval section:

Less than \$250.00	Unit Supervisor approval:	Date:
Between \$250.00 - \$499.00	Section Supervisor approval:	Date:
Over \$500.00	Office Director approval:	Date:

Disposition of replaced equipment:

<input type="checkbox"/> Salvage
<input type="checkbox"/> Redeployment with instructions as to where if known.